

State of WA Flexible Employee Data Report

ZHR_RPTPAN02

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
3/17/2008	Janet Pasion	Update to include new report name and list of available variants
5/13/2008	Chylynn Hansel	Reviewed and Approved
6/3/2008	Janet Pasion	SME edits incorporated and completed.

Purpose

Agency users have the ability to create their own reports by selecting from a dropdown list of fields designated for end user ADHOC reporting. Security authorization to view selected fields will be driven by the end users active security profile. Only authorized employee records and associated infotype fields will be presented in the report.

Trigger

Perform this procedure when retrieving small amounts of data for employees in specific scenarios.

Prerequisites

- Executed by agencies as needed.

In order to perform this transaction you must be assigned the following role:

Personnel Administration Processor/Supervisor/Inquirer, Payroll Supervisor, Leave Corrections Processor, Time and Attendance Supervisor, Time and Attendance Inquirer

Transaction Code

ZHR_RPTPAN02

Date	Procedure Update Log
3/17/2008	Updated to include new report name, new screenshots, list of available variants and added more information throughout the procedure.

Helpful Hints

The standard Flexible Employee Data report is also available using the transaction code **S_AHR61016362**. This report has the same selection concepts, but provides additional field options.

The Business Intelligence (BI) may also provide you with additional information, please see your agency's BI user for assistance.

Department of Personnel has created various state-wide variants to help agencies with their reconciliations. Use the procedure **Report_Create and Retrieve Variants** for steps to access the state-wide variants. When accessing the variants remember to input your personnel area and update the payroll dates. There is no need to save your own variants. DOP recommends that you retrieve the state-wide variants for these are maintained by DOP and will stay current.

The state-wide variants are:

Variant Name	Description
SWV DATESPECS	Date Specifications
SWV EMP SHAPSH	Employee Snapshot

Title: State of WA Flexible Employee Data Report
Processes :
Sub-Processes :

HRMS Training Documents

Variant Name	Description
SWV PID	PID Variant

The procedure includes field descriptions along with their conditions. Their definitions are shown below:

R/O/C	Value
R	designates a “required” entry necessary to proceed in this transaction.
O	designates an “optional” entry.
C	designates a “conditional” entry that may be required under certain conditions.

State of Washington HRMS

File name: STATE_OF_WA_FLEXIBLE_EMPL
Version: Train. T. Revised after SME Review
OYEE_DATA_ZHR_RPTPAN02.DO
C
Reference Number:

SAP Parent
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Procedure


1. Start the transaction using the transaction code **ZHR_RPTPAN02**.

State of Washington Flexible Employee Data Report

The screenshot shows the SAP transaction ZHR_RPTPAN02. The title bar reads "State of Washington Flexible Employee Data Report". The menu bar includes Program, Edit, Goto, System, and Help. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Further selections:** Search helps, Sort order, Org. structure.
- Key date:** Radio buttons for "Today" (selected) and "Other keydate". Below is a text field for "Key Date".
- Selection:** A text field for "Personnel Number" with a selection icon.
- Data Limiter:** A text field for "Number of Employees" with the value "100".
- Additional data:** A button for "Field selection".

2. As required in the Key date area, complete/review the following fields:

Field Name	R/O/C	Description
Today	C	This selection option will run the report using the system date (current date).
Other keydate - Key Date	C	<p>This selection option will run the report using the specified values for the person and data selection period.</p> <p> Click the radio button Other keydate to select this option.</p> <p>Example: 02/28/2007 (The report will display data as of the date entered)</p>

State of Washington Flexible Employee Data Report

Program Edit Goto System Help

State of Washington Flexible Employee Data Report

Further selections Search helps Sort order Org. structure

Key date

☐ Today

☒ Other keydate

Key Date 02/28/2008

Selection

Personnel Number

Data Limiter

Number of Employees 100

Additional data

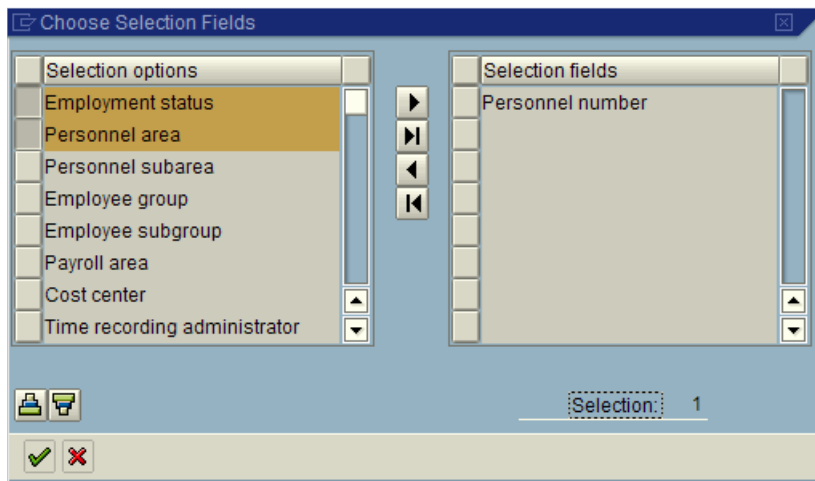
Field selection

3. To add selection criteria, click **Further selections** (Further selections).


3.1 Select the appropriate option. For example, click **Employment status** (Employment Status) to select. This option will allow you to narrow your search by 'Active', 'Inactive' and 'Withdrawn' employees.

3.2 Continue selecting until finished. For example, click **Personnel area** to select.

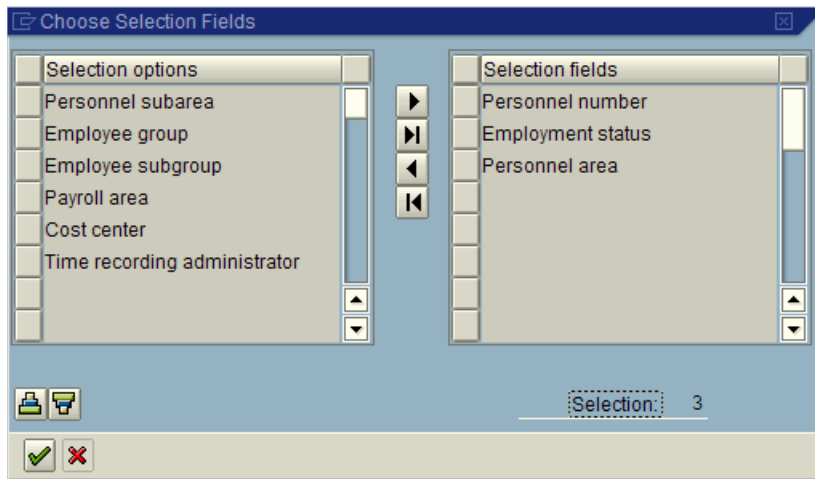
Choose Selection Fields



There is no limit to the selections.

- 3.3** Once the selections have been made, click  (Choose) to move the highlighted fields over to the Selection fields column.

Choose Selection Fields



- 3.4** Click  (Continue) to accept.

State of Washington Flexible Employee Data Report

Program Edit Goto System Help

State of Washington Flexible Employee Data Report

Further selections Search helps Sort order Org. structure

Key date

☐ Today

☒ Other keydate

Key Date 02/28/2008

Selection

Personnel Number

Employment status

Personnel area

Data Limiter

Number of Employees 100

Additional data

Field selection




Notice the newly added fields in the Selection Area. These added fields will help you refine your search results.

4. As required in the Selection area, complete/review the following fields:

Field Name	R/O/C	Description
Personnel No.	C	The employee unique identifying number. This number will follow the employee throughout his/her employment with the State of Washington. Example: 2000XXXX
Employment Status	O	Describes the employee's employment status with the agency. Example: 3 (Active)
Personnel area	C	A specific agency/sub-agency in the State of Washington. Example: 1110 (Department of Personnel)

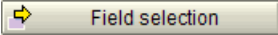
State of WA Flexible Employee Data Report

5. In the Data Limiter area, complete the following fields:


Field Name	R/O/C	Description
Number of Employees	O	<p>This sets the maximum of employees to display in the results.</p> <p> Leaving this field blank will bring back all results. If you have a large agency, you may want to refine your search criteria by running your report by an organizational unit or a cost center to make the results more manageable.</p> <p>Example: 100 (Default)</p>




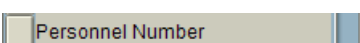
State of WA Flexible Employee Data Report

The screenshot shows the 'State of Washington Flexible Employee Data Report' application. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'State of Washington Flexible Employee Data Report' is displayed in a blue header. Below this is a section with four buttons: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Key date' section has two radio buttons: 'Today' and 'Other keydate' (selected). Below this is a text field for 'Key Date' with the value '02/28/2008'. The 'Selection' section has three rows: 'Personnel Number' with a text field, 'Employment status' with a dropdown showing '3', and 'Personnel area' with a dropdown showing '1110'. Each dropdown has a small arrow icon to its right. The 'Data Limiter' section has a text field for 'Number of Employees' with the value '300'. The 'Additional data' section has a button labeled 'Field selection'.

6. In the Additional data area, click  (Field selection) to display additional data on the report. These results will automatically display based on the results of the criteria you defined in the Selection area. To add additional fields, follow the example below.




The fields are in alphabetical order. You may select several options before selecting  (Choose).

- 6.1 Click  (Anniversary Date) to select.
- 6.2 Click  (Contract Type) to select.
- 6.3 Click  (Full Name) to select.
- 6.4 Click  (Personnel Number) to select.

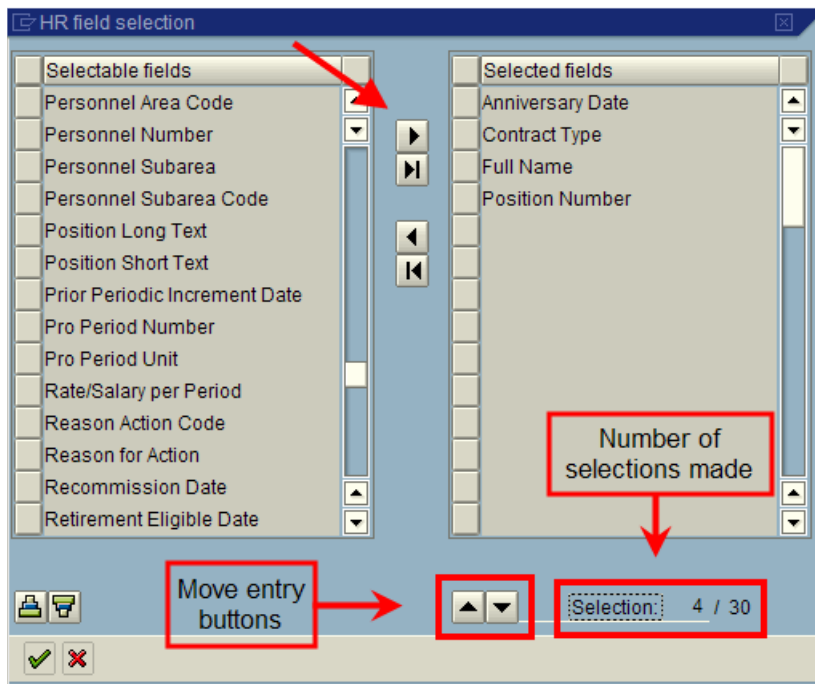
HR field selection


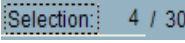


There are a maximum of 30 selections allowed.

- 6.5** Once the selections have been made, click  (Choose) to move the highlighted fields to the Selected fields column.

HR field selection



Notice the  (Move entry) buttons, which sets the layout of how the results will be displayed. Also notice the  (Selection) area, which displays the number of selections made out of the 30 maximum.

6.6 Click  (Continue (Enter)) to accept.

State of Washington Flexible Employee Data Report

Program Edit Goto System Help

State of Washington Flexible Employee Data Report

Further selections Search helps Sort order Org. structure

Key date

☐ Today

☒ Other keydate

Key Date 02/28/2008

Selection

Personnel Number

Employment status 3

Personnel area 1110


Data Limiter


Number of Employees 100

Additional data

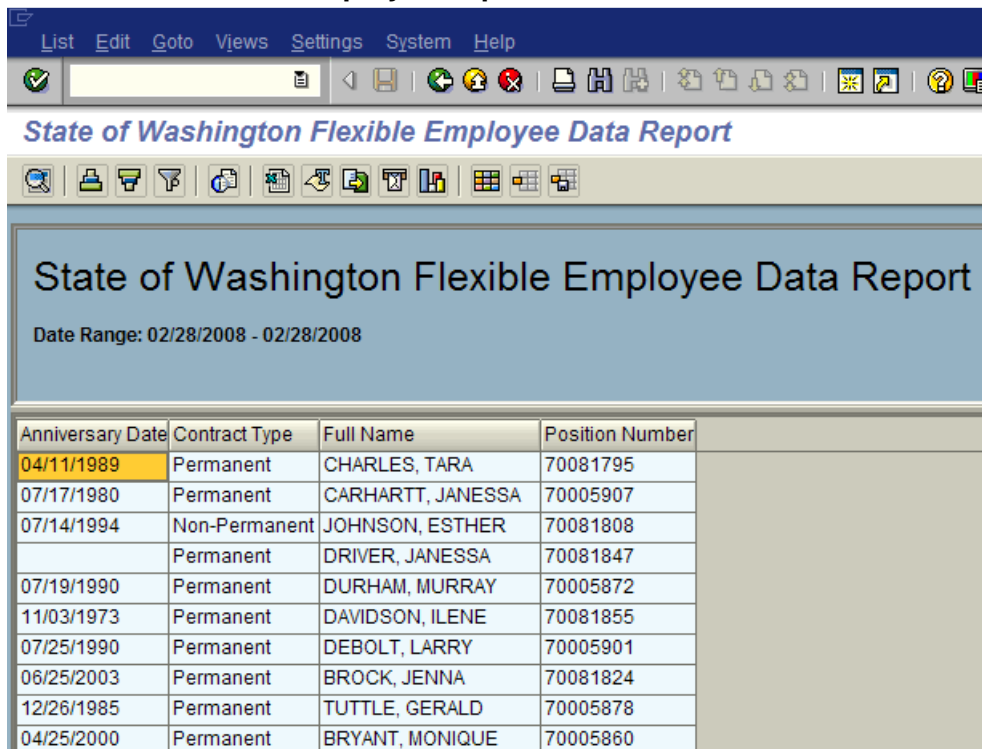
Field selection



Notice the  Field selection (Field selection active) button now has a green box indicating additional data entered for this field.

7. Click  (Execute) to execute the report.

State of WA Flexible Employee Report



Anniversary Date	Contract Type	Full Name	Position Number
04/11/1989	Permanent	CHARLES, TARA	70081795
07/17/1980	Permanent	CARHARTT, JANESEA	70005907
07/14/1994	Non-Permanent	JOHNSON, ESTHER	70081808
	Permanent	DRIVER, JANESEA	70081847
07/19/1990	Permanent	DURHAM, MURRAY	70005872
11/03/1973	Permanent	DAVIDSON, ILENE	70081855
07/25/1990	Permanent	DEBOLT, LARRY	70005901
06/25/2003	Permanent	BROCK, JENNA	70081824
12/26/1985	Permanent	TUTTLE, GERALD	70005878
04/25/2000	Permanent	BRYANT, MONIQUE	70005860



This report is based on the examples used in the above listed steps.

8. You have completed this transaction.

Result

You have successfully generated the State of Washington Flexible Employee Data Report.

Comments



Report results can be exported to Microsoft Excel. See OLQR Job Aids A-Z, [General Reporting](#).

Related Procedures:

- [Flexible Employee Data Report Next Increase](#)
- [Flexible Employee Data Report Indirect Value](#)



Please reference the Customer Support – HRMS Message Center communications dated May 16, 2007 and November 15, 2007 for a list of recently added fields.

State of Washington HRMS

File name: STATE_OF_WA_FLEXIBLE_EMPL
Version: Train. T. Revised after SME Review
OYEE_DATA_ZHR_RPTPAN02.DO
Last Modified: 6/16/2008 3:05:00 PM
C
Reference Number:

SAP Parent
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